



SAN RAFAEL
LIBRARY AND RECREATION

**SAN RAFAEL PUBLIC LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Tuesday, November 9, 2021
6:00 P.M.**

Virtual via Zoom

CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Executive Order N-29-20, the City of San Rafael will no longer offer an in-person meeting location for the public to attend. This meeting will be streamed through a Live Zoom Video Webinar at: <https://tinyurl.com/BLT-11-09-2021>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone? Call: (720) 707-2699 and enter 850-2692-1637#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of October 12, 2021

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - Presentation: ESL Conversation Club, Supervising Librarian Jill Tokutomi
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS BEFORE THE BOARD OF TRUSTEES

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. FY 2021- 2022 1st Quarter Annual Revenue and Expenditure Budget Report
5. Selection of Commission Chair and Vice Chair
6. Review of Board of Trustees Meeting Schedule 2022

BOARD REPORTS AND COMMENTS

7. Other brief reports on any meetings, conferences, and/or seminars attended by Board members.

STAFF REPORTS AND COMMENTS

8. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff:
 - A. Measure D Parcel Tax Committee
 - B. Friends of the San Rafael Public Library
 - C. San Rafael Public Library Foundation
 - D. MARINet Board
 - E. NorthNet Board
 - F. New Library Building Update
 - G. City Librarian Update

NEXT MEETING: TBD

FUTURE AGENDA TOPICS

- RFID Tagging Update
- Review of Library Budget FY 2020/21, 2nd Quarter
- Mobile Shelving
- National Library Week

ADJOURNMENT

Notice

Any records relating to an agenda item, received by a majority or more of the Board less than 72 hours before the meeting shall be available for inspection in the Library, 1100 E Street. Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. Public transportation is available through Golden Gate Transit, Line 22 or 23. Paratransit is available by calling Whistlestop. Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.



SAN RAFAEL

LIBRARY AND RECREATION

BOARD OF LIBRARY TRUSTEES

MINUTES

San Rafael Library – 1100 E Street, San Rafael, CA

October 12, 2021 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=q1HbSVHe2HM>

CALL TO ORDER

Chair Cortes called the meeting to order at 6:04 P.M.

Roll Call

Present: Chair Cortes
Trustee Duque Hughes
Trustee Vahdat

Absent: Trustee Han
Trustee Lentini

Also Present: Susan Andrade-Wax, Library & Recreation Director
Henry Bankhead, Assistant Library & Recreation Director/City Librarian
Jinder Banwait, Administrative Analyst
Matthew Hurley, Senior Library Assistant
Jamie Poirier, Supervising Librarian

AGENDA AMENDMENTS

None.

MINUTES

1. Approve Regular Meeting Minutes of September 14, 2021

Chair Cortes invited public comment; however, there was none.

Trustees provided comments.

The minutes of September 14, 2021 were approved as submitted.

Trustee Vahdat moved, and Trustee Duque Hughes seconded to approve the minutes of the September 14, 2021 meeting.

Ayes: Trustees: Duque Hughes, Vahdat, & Cortes
Noes: Trustees: None
Absent: Trustees: Han & Lentini
Abstain: Trustees: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Memory Lab – Matthew Hurley, Senior Library Assistant/Jamie Poirier, Supervising Librarian

Staff responded to questions from the Trustees.

Trustees provided comments

Chair Cortes invited public comment; however, there was none.

Trustees provided comments.

**Item 2 delayed due to technical difficulties. Items 3 & 4 occurred before item 2, followed by 5, 6, & 7.*

3. Public Comment from the audience regarding items not listed on the agenda

None.

MATTERS BEFORE THE BOARD

4. Review Proposed Library Operational Schedule

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian,

Staff responded to questions from the Trustees.

Chair Cortes invited public comment; however, there was none.

Trustees provided comments.

5. Review of the Library Board Of Trustees Work Plan for 2022

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian,

Staff responded to questions from the Trustees.

Chair Cortes invited public comment; however, there was none.

Trustees provided comments.

Trustee Duque Hughes moved, and Trustee Vahdat seconded to accept the Work Plan for 2022 with the specified changes.

Ayes: Trustees: Duque Hughes, Vahdat, & Cortes
Noes: Trustees: None

Absent: Trustees: Han & Lentini
Abstain: Trustees: None

Work Plan for 2022 accepted with specified changes.

**Attachment 1 for the following Meeting Dates, February 8, June 14, September 13, CORRECTION under Agenda Items, "FY 2020/21" should have been "FY 2021/22".*

**Attachment 1 for Meeting Date of November 8, CORRECTION under Agenda Items, "FY 2021/2022" should have been "FY 2022/2023".*

**Attachment 1 for Meeting Date of December 13, CORRECTION under Agenda Items, "2022" should have been "2023".*

BOARD REPORTS AND COMMENTS

6. **Other brief reports on any meetings, conferences, and/or seminars attended by Board members.**
None.

STAFF REPORTS AND COMMENTS

7. **Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff**

Presentation by Henry Bankhead, Assistant Library and Recreation Director/City Librarian and Susan Andrade-Wax, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

- A. Measure D Parcel Tax Committee
- B. Friends of the San Rafael Public Library
- C. San Rafael Public Library Foundation
- D. MARINet Board
- E. NorthNet Board
- F. New Library Building Update
- G. City Librarian Update

NEXT MEETING: November 9, 2021

FUTURE AGENDA TOPICS

Review of Library Budget FY 2021/22, 1st Quarter

ADJOURNMENT

The meeting was adjourned at 7:12 P.M.

DRAFT



**November 9, 2021
Item #4**

**TITLE: REVIEW OF FY 2021/22 FIRST QUARTER LIBRARY BUDGET
REPORT**

SUMMARY:

Quarterly, the Library Board of Trustees reviews the library's budget expenditures for the fiscal year.

RECOMMENDATION:

It is recommended that the Board receive the FY 2021/22 first quarter library budget report.

BACKGROUND:

The Library budget is comprised of the Parcel Tax Budget, the General Fund Budget, and the contributions from the Friends of the Library.

This report provides year-to-date figures on the General Fund and Parcel Tax funding spending for the first quarter of 2021-2022. As of this report, 25% of the fiscal year has elapsed. The overall activity was 28% expended. General Fund expenditures ended at 31% of budget. The General Fund expenditure is significantly higher due to the large one-time payment to MARINet. With MARINet removed from the budget/expenditure, the General Fund overall activity would show 25% expended. The Parcel Tax expenditures ended at 20% of budget. The Parcel Tax expenditure is significantly lower due to staff vacancies.

Revenue Highlights

- The General Fund provides approximately 71% of the Library's total operations budget. Revenue this year is estimated to be \$12,200. Other revenue includes the contribution from the Friends of the Library, which provides less than 1% of the Library's total operations budget. The expected contribution for FY 21/22 is \$28,815.
- The Parcel Tax revenue provides approximately 28% of the Library's total operations budget. The Parcel Tax revenue (property tax) for FY 21/22 is estimated to be \$1,114,028.

Expenditure Highlights

- **General Fund** expenditures:

1. **Regular Hire Salaries & Benefits** expenditures are slightly higher than 25% due to the furlough reimbursement at the beginning of FY22. City employees were furloughed in FY21 but ended the year with a surplus. Part of the union negotiations outcome was a reimbursement of the furloughed hours.
2. **Extra Hire** expenditures are unspent as Parcel Tax funds were being used before the General Fund. However, Finance has recently instructed us to spend down the General Fund before the Parcel Tax funds.
3. **Building Maintenance Contracts** expenditures are significantly higher due to annual contract payments paid at the start of FY22 (elevator, alarm, etc.).
4. **Maintenance Building Improvement** expenditures are slightly overspent due to HVAC maintenance/repairs.
5. **Utilities-Gas & Electricity** expenditures are underspent due to reduced hours from Monday-Saturday and continued Sundays closure.
6. **Contract Services** expenditures are overspent as majority of this budget was paid to MARINet at the start of the FY. With MARINet removed from the budget/expenditure, the General Fund overall activity would show 25% expended.
7. **Internal Service Charges** expenditures are on target.
8. **Office Supplies** expenditures are unspent as Parcel Tax funds were being used before the General Fund.
9. **Books** are unspent as Parcel Tax funds were being used before the General Fund.
10. **Periodicals** are unspent but have been ordered and invoiced in the second quarter.
11. **Digital Branch Resources** expenditures are unspent as Parcel Tax funds were being used before the General Fund.
12. **Audio/Video Materials** expenditures are underspent but will be fully expended by the end of the FY.
13. **Travel & Conference** expenditures are underspent but there may be upcoming local conferences where these funds may be utilized.
14. **Training & Instruction** expenditures are underspent due to the many free trainings available online. However, we did recently pay for a Librarians Guide to Homelessness online training for all staff.
15. **Professional Dues & Subscriptions** expenditure are underspent as only staff involved with professional organizations are encouraged to pay for membership.
16. **Credit Card Fees** line was not budgeted, but fees are minimal.

- **Parcel Tax** expenditures:

1. **County Administration Fee** expenditures are unspent as this fee is paid mid to end of the FY. This line is budgeted by City Finance.
2. **Contract Services** expenditures line is not budgeted. This line will be used to pay for the New Library Conceptual Design Project. The MC Parcel Tax Capital Set-Aside Balance will be reduced at the end of the FY by the amount paid to Noll & Tam Architects.

3. **Programming Supplies** expenditures are underspent due to a reduction in programming. However, programming will continue to increase in FY22 as staff vacancies are filled and in person programming slowly returns.
4. **Office Supplies** expenditures are underspent at this time.
5. **Books** expenditures are underspent, but these funds are continually monitored by selectors and will be fully expended by the end of the FY.
6. **Periodicals** are unspent but have been ordered and invoiced in the second quarter.
7. **Digital Branch Resources** expenditures are underspent, but these funds are continually monitored by selectors and will be fully expended by the end of the FY.
8. **Technology Supplies & Materials** expenditures are underspent at this time.
9. **Training & Instruction** expenditures are underspent due to the many free trainings available online. However, we did recently pay for a Librarians Guide to Homelessness online training for all staff.

FISCAL IMPACT:

None

ALTERNATIVE ACTION:

Any other action as determined by the Board.

Submitted by:



Henry Bankhead
Assistant Library & Recreation Director / City Librarian

Attachment:

1. FY 2021/22-Q1-Library Budget Spreadsheet

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
2	SAN RAFAEL PUBLIC LIBRARY BUDGET - FISCAL YEAR 21/22																			
3	AS OF: 10/13/2021	GENERAL FUND - Q1						PARCEL TAX - Q1						GENERAL FUND & PARCEL TAX TOTAL - Q1						
4		FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	
5		BUDGET		EXPENDITURE		STATUS		BUDGET		EXPENDITURE		STATUS		BUDGET		EXPENDITURE		STATUS		
6	Revenue (FY21 ACTUAL END OF FY FIG.)	9,542	12,200					1,075,007	1,101,828					1,084,550	1,114,028					
7																				
8	Regular Hire Salaries & Benefits	1,861,870	2,336,755	443,822	596,981	24%	26%	743,320	865,689	138,612	163,602	19%	19%	2,605,190	3,202,444	2,537,403	760,584	97%	24%	
9	Extra Hire	57,748	58,090	0	0	0%	0%	115,636	115,636	20,503	43,894	18%	38%	173,384	173,726	201,501	43,894	116%	25%	
10	Personnel Services	1,919,618	2,394,845	443,822	596,981	23%	25%	858,956	981,325	159,115	207,497	19%	21%	2,778,574	3,376,170	602,937	804,478	22%	24%	
11																				
12	Bldg.Maint.Contracts	33,805	36,628	11,437	12,587	34%	34%	0	0	0	0	0%	0%	33,805	36,628	31,908	12,587	94%	34%	
13	Maint.Bldg.Improv.	17,000	12,000	0	3,350	0%	28%	0	0	0	0	0%	0%	17,000	12,000	13,094	3,350	77%	28%	
14	Utilities-Gas & Electricity	47,455	47,455	9,574	10,155	20%	21%	0	0	0	0	0%	0%	47,455	47,455	50,867	10,155	107%	21%	
15	County Administrative Fee	0	0	0	0	0%	0%	28,342	28,342	0	0	0%	0%	28,342	28,342	25,834	0	91%	0%	
16	Contract Services (MARINet, pre-pro., etc.)	312,764	329,050	266,497	286,183	85%	87%	0	0	0	3,554	0%	-	312,764	329,050	300,956	289,737	96%	88%	
17	Internal Service Charges (IT, phone, ins)	217,694	214,431	54,423	53,608	25%	25%	0	0	0	0	0%	0%	217,694	214,431	234,323	53,608	108%	25%	
18	Programming Supplies	0	0	0	0	0%	0%	10,000	10,000	600	195	6%	2%	10,000	10,000	6,306	195	63%	2%	
19	Office Supplies	23,073	7,764	509	0	2%	0%	0	10,396	0	469	0%	5%	23,073	18,160	20,729	469	90%	3%	
20	Books	15,845	15,845	0	0	0%	0%	137,983	137,983	17,700	27,043	13%	20%	153,828	153,828	81,794	27,043	53%	18%	
21	Periodicals	7,000	7,000	1,537	0	22%	0%	6,250	6,250	0	0	0%	0%	13,250	13,250	10,349	0	78%	0%	
22	Digital Branch Resources	15,681	10,000	0	0	0%	0%	45,000	45,000	5,752	2,105	13%	5%	60,681	55,000	41,815	2,105	69%	4%	
23	Audio/Video Materials	10,000	10,000	6,426	1,926	64%	19%	0	0	0	0	0%	0%	10,000	10,000	18,783	1,926	188%	19%	
24	Technology Supplies & Materials	0	0	0	0	0%	0%	6,000	6,000	0	0	0%	0%	6,000	6,000	1,448	0	24%	0%	
25	Travel & Conference	0	2,500	0	0	0%	0%	0	0	0	0	0%	0%	0	2,500	0	0	0%	0%	
26	Training & Instruction	0	2,500	0	0	0%	0%	5,000	5,000	140	0	3%	0%	5,000	7,500	8,456	0	169%	0%	
27	Professional Dues & Subscriptions	1,000	1,000	0	405	0%	41%	0	0	0	0	0%	0%	1,000	1,000	780	405	78%	41%	
28	Credit Card Fees	400	0	30	30	8%	-	0	0	0	0	0%	0%	400	0	255	30	64%	-	
29	Non-Personnel Services	701,717	696,173	350,433	368,243	50%	53%	238,575	248,971	24,192	33,366	10%	13%	940,292	945,144	374,626	401,610	40%	42%	
30																				
31	Total	2,621,335	3,091,018	794,256	965,225	30%	31%	1,097,531	1,230,296	183,307	240,863	17%	20%	3,718,866	4,321,314	977,563	1,206,088	26%	28%	
32																				
33	Other Budget Sources					Budget Sources		Annual		% of Total										
34	Estimated Friends of the Library 28,815.00					General Fund		3,091,018		71.06%										
35	TOTAL 28,815.00					Parcel Tax		1,230,296		28.28%										
36						Other		28,815.00		0.66%										
37	Special Funds					TOTAL		4,350,129		100.00%										
38	Estimated 214 Fund Balance as of 9/30/21 21,427																			
39	Copy Fund 1,031					Budget Sources + Special Funds:		7,836,028												
40	Donations Fund 113,964																			
41	Kay Corlett Memorial Fund 495,717					NOTE:		GF & PT, As in previous non-pandemic years, the PT is being spent down first where possible before the GF												
42	Kenneth Edlin Memorial Fund 440,613					NOTE:		GF, the TOTAL FY22 percentage should be at 25%, however because the MARINet payment of \$289,296.27												
43	Robert and Lorraine Joses Memorial Fund 1,400,887							(of which \$22,705.27 was paid by DSOG for CENIC) is paid at the beginning of the FY, it is showing 31%												
44	MC Parcel Tax Capital Set-Aside Balance 281,382							W/O MARINet (\$266,590.91) in budget, Budget: \$2,824,427, Expenditure: \$698,634, Status: 24.74%												
45	MD Parcel Tax Fund Balance 730,581					NOTE:		GF & PT, the Periodicals line does not show in the budget, but Finance is aware and will fix this error, email to Van on 7/14/2021												
46	Donation for New Building 300					NOTE:		GF, credit card fees not budgeted, but very minimal												
47	Immigration Services Grant -3					NOTE:		PT, the Capital Set-Aside AND Fund Balance figures on left have been adjusted as of 6/30/2021, \$3,554 will come out set-aside												
48	TOTAL 3,485,899					NOTE:		PT & 214, Revenue - Expenses + Prior Year Fund Balance = Current Fund Balance												



SAN RAFAEL
THE CITY WITH A MISSION

**LIBRARY BOARD OF TRUSTEES
AGENDA REPORT**

**November 9, 2021
Item #5**

TITLE: SELECTION OF BOARD CHAIR AND VICE CHAIR

SUMMARY

Annually, the Library Board of Trustees selects a Chair and Vice Chairperson to facilitate meetings. The Commission also reviews any board appointments and makes changes if needed.

RECOMMENDATION:

It is recommended that the Library Board of Trustees select a new Chair and Vice Chairperson and review board assignments as needed for the period January – December 2022.

BACKGROUND

Annually, the Library Board of Trustees meets in regular session and selects a chairperson and vice chairperson. The election shall be by majority vote of the Board, to be held preferably in December of each year. The term of service for these offices shall be one year, beginning in January of each year. The intent is that the appointments of the respective Chair and Vice-Chair offices be rotated among the Board members so that everyone gets an opportunity to serve. With the establishment of two (2) four-year term limits for all Commissions and Boards, generally a Board member would not serve as Chair more than once in seven consecutive years.

FISCAL IMPACT:

None

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:

A handwritten signature in black ink, appearing to read 'H. Bankhead', written over a light-colored rectangular background.

Henry Bankhead
Assistant Library & Recreation Director / City Librarian



SAN RAFAEL
LIBRARY AND RECREATION

**LIBRARY BOARD OF TRUSTEES
AGENDA REPORT**

**November 9, 2021
Item #6**

**TITLE: REVIEW OF THE BOARD OF TRUSTEES MEETING SCHEDULE FOR
 2022**

SUMMARY

Annually, the Library Board of Trustees reviews its annual meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

RECOMMENDATION:

It is recommended that the Board review its meeting schedule for 2022 and revise as necessary.

BACKGROUND:

The Library Board of Trustees currently meets on the second Tuesday of each month at 6:00 p.m. Annually, the Board of Trustees reviews its annual meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

Board of Trustees Meeting Schedule

January 11, 2022
February 8, 2022
March 8, 2022
April 12, 2022
May 10, 2022
June 14, 2022
July 12, 2022
August 9, 2022
September 13, 2022
October 11, 2022
November 8, 2022
December 13, 2022

FISCAL IMPACT:

None

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:



Henry Bankhead
Assisant Library & Recreation Director / City Librarian